

two steel sorting
Recommended installation of ~~small metal~~ files to Processing Branch,
Documents Division, of OCR, DD/I.

The Branch sorted thousands of documents into 25 categories daily. Some categories received documents piled a foot high or ^{with} unusual heavy enclosures including metal objects. To handle this load they used three heavy, wooden book cabinets each over 8 feet high and 5 feet long.

This Staff recommended two steel sorting files with adjustable shelves ~~to~~ ^{which} accommodate the heavy, bulky documents and unusual attachments. Each file is only $1\frac{1}{2}$ feet high and permit ^{the} employee to sit while sorting ~~now~~. Procedure changes were also suggested and adopted, expediting mail flow.

~~The resulting overall~~ Benefits include release of office floor space which was promptly allocated to a new OCR operation. The Branch's work area is neater and more compact. It has better light and ventilation. Morale is higher. Personnel are pleased and impressed with the installation. The sorting operation is more efficient. The supervisor considers it to be 25% faster and easier. The necessary equipment in the office has been reduced by 195 cubic feet permitting unobstructed vision across the office and eliminating the oppressive crowded feeling caused by the old, oversized, wooden bookshelves.